



CHILDCARE PLAN REVIEW APPLICATION

* The application will be reviewed using 15A NCAC 18A .2800 “Rules Governing the Sanitation of Childcare Facilities.”

Plans must be submitted and approved prior to construction, renovation, modification, or upon the change of ownership of such facilities. Submit plans to the Lee County Health Department Environmental Health Division, located at 900 Woodland Avenue, Sanford, NC. If you have any questions regarding the application, contact the following person listed below at (919) 718-4641:

Shannon Cagle, REHS
Env. Health Specialist
Ext. 5330

Joe West
Env. Health Specialist
Ext. 5334

_____Plans must include drawings showing placement of equipment in the facility, including storage, food service areas, diaper changing areas, can wash facilities, along with general plumbing, electrical, mechanical, and lighting plans. Submit equipment and finish schedule, also.

_____Each childcare classroom should be identified by age group(s) that will be using the room.

_____Plans must have a proposed menu provided listing the foods to be served at the childcare center.

_____Plans must include a site plan locating exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water.

In addition, please complete the following information to identify the childcare facility and who to contact about questions regarding the review of this establishment:

_____New _____Remodel _____Conversion/Addition

*****If this is a remodel or a change of ownership, what year was the original structure built? _____**

Name of Childcare Center: _____

Address: _____

Phone: _____ Fax: _____

Owner of property: _____

Owner address: _____

Phone: _____ Email: _____

Applicant's name: _____

Mailing address: _____

Phone: _____ Email: _____

Number of children to be licensed for: _____

Are you interested in being added to our childcare blast email list concerning pertinent issues concerning childcare policy and procedures? _____

Main Food Service

Meals prepared on site or catered? _____

Where will the children eat meals? _____

Will multi-use utensils, silverware, sippy cups, etc... be used or will disposable utensils be used? _____

Can the kitchen door be locked? Or a barrier to prevent children from entering the kitchen area? _____

Please list all equipment to be used in the kitchen and include specification sheets:

Do you have thermometers available to monitor food temperatures? _____

Do you have thermometers in the refrigerators? _____

Will leftovers be served? _____

Infant Food Service

Will bottles prep be done in the infant room or in the kitchen? _____

Describe procedure for the handling of breast milk? _____

Is there countertop space for warming bottles? _____

How will bottles be warmed? _____

Adequate refrigeration for bottle storage? _____ Thermometer inside? _____

Is there a separate sink used exclusively for bottle/food preparation? _____

Diaper Changing

Are diaper changing stations available in each required room? _____

Where will diaper changing supplies be kept? _____

Is there a dirty diaper receptacle with a lid? _____

Can the caregiver view the children while changing diapers? _____

Where and how will soapy water, sanitizer, and disinfectant be stored? _____

Are diaper changing signs provided? _____

Cubbies and Storage

How and where will cubbies be arranged? _____

Are coat hooks spaced at least 12" apart? _____

Will all storage be 12" off floor to clean? _____

Will toothbrushes be used at the center? _____ Labeled? _____

Beds, Cots, Mats, Cribs, and Linens

Will cribs have the capability of being spaced 18" apart while in use? _____

How and where will cots and/or mats be stored? _____

Where will crib, cot, and mat sheets be stored? _____

Where is the designated sick area with the cot/mat? _____

Is linen being provided by the center or the parents? _____

How often will infant sheets be changed? _____

How often will sheets be laundered? _____

Cleaning and Sanitizing

Is all furniture in the center of a smooth, washable? _____

How will toys in infant and toddler rooms be washed and sanitized? Where? _____

And how often? _____

What type of sanitizer will be used to sanitize toys, food areas, furniture, etc.? _____

What type of disinfectant will be used to disinfect toilets, lavatories and diaper changing tables? _____

Do you have appropriate test strips for the types of sanitizer and disinfectant you will be using? _____

Where is the can wash facility for cleaning trash cans, dumping mop water, etc? _____

Will water play centers be used? _____

Hand Wash Lavatories

Does each toilet area have a hand wash lavatory? _____

Does diaper changing area have a hand wash sink exclusively for diaper changing? _____

Does food service area in infant and toddler room have a lavatory exclusively for food service? _____

Does the kitchen have a hand sink that is separate from the 2 or 3 compartment sink for hand washing only? _____

Locked Items

Indicate where the following type of locked items will be stored and what kind of lock will be used:

Medicines (both refrigerated and nonrefrigerated) _____
Cleaning supplies and all types chemicals _____
Personal belongings (purses, keys, etc.) _____
Aerosols and all other toxic products _____

Mildly Ill Children

Will you be licensed to care for mildly ill children pursuant to 10A NCAC 09 .2400?

Please include protocols for this type of care.

Water Supply

Well _____ County water _____ (please check which)

Sewage Disposal

On-site septic system _____ County sewer _____ (please check which)
Grease Trap provided? _____

Hot Water Supply

The kitchen hot water must be a minimum of 120 degrees Fahrenheit. All other sinks that are accessible to children and the can wash facility must be maintained between 80-110F.

Provide hot water heater specifications (for both if two are used)
Indicate kitchen and classroom hot water heater

Tank Manufactures and Model # _____
Storage tank size _____ GPH recovery _____

Lighting

Do all light fixtures have shatterproof or shielded bulbs? _____
With lighting illuminate 50 ft. candles at all work areas? _____
10 ft. candles at all other areas, including closets? _____

Finishes

Describe the finishes/construction material in the following areas:

	Floors	Walls	Baseboards	Ceilings
Kitchen				
Bathrooms				
Infant Room				
Toddler Room				
Other Rooms				
Staff Room				
Storeroom				
Other				

Wall to wall carpets must be cleaned at least every six months

Animals

What if any type of animals will be on the premises? _____

Outside Premises

Describe playground area (size, play equipment, water activities, etc.)

Chromated copper arsenate (CCA) pressure-treated wood in the playground area? ____

What methods will be used if CCA pressure-treated wood to make this inaccessible to the children? _____

Is the can wash facility located outside? _____

If yes, is there a fence and lock around it so it is not accessible to the children? _____

Is the HVAC, mechanical equipment, etc. locked with a fence around it so as to make it inaccessible, also? _____

Attach additional sheets if necessary:

Whc
6/15